



U.S. CENSUS BUREAU
Helping You Make Informed Decisions

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruitment Bulletin**

ISSUE DATE: January 10, 2014

Recruitment Bulletin No.: 14-25-001
Chicago Regional Office
Oak Brook, IL

CLOSING DATE: December 31, 2014

ATTENTION: ALL APPLICANTS WHO APPLIED TO ANY FIELD REPRESENTATIVE (FR) RECRUITMENT BULLETINS BEFORE **JANUARY 10, 2014**, DO NOT NEED TO REAPPLY TO THIS NEW RECRUITMENT BULLETIN. YOUR APPLICATION WILL BE CONSIDERED FOR ANY VACANCIES UNDER THIS CURRENT OPEN CONTINUOUS FR RECRUITMENT BULLETIN, WHICH INCLUDES THE POTENTIAL FOR THE POSITION TO BECOME PERMANENT WITHOUT FURTHER COMPETITION PROVIDED YOU MEET ALL QUALIFICATIONS FOR THE POSITION. THERE ARE NO CHANGES TO THE TIME FRAME FOR REMAINING IN THE APPLICANT POOL. APPLICANTS MAY REMAIN IN THE APPLICANT POOL FOR TWO YEARS FROM INITIAL APPLICATION DATE.

POSITION: Field Representative

SALARY RANGE:

GG or GS-0303-03: \$ **12.07** - \$ **17.19** per hour

GG or GS-0303-04: \$ **13.55** – \$ **19.29** per hour

PROMOTIONAL POTENTIAL: GG or GS-04

EXCEPTED SERVICE APPOINTMENT MAY BE TEMPORARY OR PERMANENT BASED ON THE WORK NEEDS OF THIS POSITION.

IF HIRED ON A TEMPORARY APPOINTMENT (NTE) YOU ARE NOT ENTITLED TO THE FOLLOWING; ACCRUED LEAVE, PAID HOLIDAYS, HEALTH BENEFITS, WITHIN GRADE INCREASES, AND PROMOTIONS. THIS POSITION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION.

SELECTIVE FACTOR: In limited areas, this position may have a language requirement. Indicate clearly on your application/resume the language(s) that you speak, read, and write fluently. Bilingual applicants are encouraged to apply.

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

WHO MAY APPLY: External – All Sources

All U.S. Citizens who have a physical residence within the area of consideration listed below when applying.

DUTY LOCATION: Applicants who are selected for employment will work out of their home.

AREA OF CONSIDERATION: JOBS ARE LOCATED THROUGHOUT THE STATES OF ARKANSAS,

ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, AND WISCONSIN.

RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. The incumbent is responsible for communicating with respondents, supervisors, and other persons as appropriate. Reads survey materials and conducts door-to-door surveys. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

QUALIFICATIONS:

GS-03: Six months of general experience or one year above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

GS-04: One (1) year of general experience or two (2) years above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

EVALUATION CRITERIA:

Applicants must take and pass a written basic skills test after which a mock interview and structured job interview will be administered. Eligible candidates will be certified based on the score they receive on the mock interview and structured job interview plus any Veterans' preference entitlements. All applicants or resumes will remain active for two years from initial date of application.

CONDITIONS OF EMPLOYMENT:

- 1) Must be willing to work days, evenings, and weekends.
- 2) Must have use of an automobile, valid driver's license.
- 3) Must have access to a land line.
- 4) Must be willing to travel overnight for work assignments, training, etc.

HOW TO APPLY: Each applicant must complete the following:

- A Census Employment Inquiry (BC-170A), which can be obtained at <http://www.census.gov/regions/chicago/www/jobs/>. It will also be provided at testing session for completion; or
- A resume.
- A written basic skills test and mock and structured interview. You must attend a testing session and complete an application and required forms. Applicant(s) must contact the **Chicago Regional Office** at **800-865-6384 ext. 15**, to be scheduled for a testing session in your area.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Highest Federal civilian grade held (if applicable).

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Bring complete application package to the testing session.

OTHER IMPORTANT INFORMATION:

- Must be a U.S. citizen.
- Must be 18 years of age or older.
- You must pass a background check.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION**. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Veterans' Preference - Applicants claiming 10-point Veterans' preference **MUST** submit the SF-15. Application for 10-Point Veterans' Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' preference. Applicants claiming 5-point Veterans' preference must submit a DD-214 to receive preference.
- Employees who receive a Voluntary Separation Incentive Payment or "buyout" and subsequently return to a position in Federal agencies, whether by re-employment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it within a specified time period.
- This position may require lifting up to 30 pounds of survey materials or laptops.
- Trial Period - This position may require a 1 or 2 year trial period.
- Disabled Veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the *Chicago* Regional Office at 630-288-9200

THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY AT 630-288-9200. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON A CASE-BY-CASE BASIS.

**THE DEPARTMENT OF COMMERCE, U.S. CENSUS BUREAU
IS A EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

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